

NEW STUDENT REGISTRATION PACKET

K – 8th Grade

2019 – 2020 SCHOOL YEAR

Registration Packet Checklist for St. Francis K-8th Grade 2019-20

Please use the checklist below to ensure all items are returned on time.

_____ **Included**

Section A: Acknowledgment Form (pg. 3) – one completed and signed per family

_____ **Included**

Section B: Family Information (pg. 4) – one completed and signed per family

_____ **Included**

Section C: Student Section – ALL KINDERGARTEN AND NEW 1-8th Grade Students (pg.5-6)

_____ **Included**

A non-refundable registration fee of \$150.00 per child (\$300 maximum family registration) is due upon registration for K - 8th grade. The registration fee is applied directly to next year's tuition.

_____ **Tuition Assistance Form/Information received (Staff initials _____)**

By signing below, I acknowledge that I have completed my child(ren)'s registration and included all necessary documentation (shot records for all grades, academic records from previous school for grades 1-8, birth certificate for Kindergarten).

Parent signature: _____ **Date:** ____/____/____

Please return the completed forms acknowledged above to the school office

**817 Juniper Street
Brainerd, MN 56401
Phone: 218-829-2344
Fax: 218-828-4157**

Office Use Only:

Date Forms Returned: _____

Time Returned: _____

Deposit Enclosed: Yes: _____ No: _____

Check # _____ Cash _____ CC _____



Registration Information for Admission to St. Francis School 2019-20

Thank you for supporting our Catholic School by entrusting us with the most precious of gifts, your child. St. Francis of the Lakes Catholic School provides many opportunities for each student to flourish in a Christ-centered atmosphere. St. Francis of the Lakes Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other school-administered programs.

A non-refundable registration fee of \$150.00 per child (\$300 maximum family registration) is due upon registration for K- 8th grade. The application fee must be enclosed for your child to be considered enrolled. The registration fee is applied directly to next year’s tuition.

TUITION POLICY

1. The tuition scale for Kindergarten – 8th Grade for the 2019-2020 school year is as follows:

Supporting Parish Families	Non-Supporting Parish Families
1 st child \$2800	1 st child \$3350
2 nd child \$2800	2 nd child \$3350
3 rd child \$1400	3 rd child \$1675
4 th child + \$ 700	4 th child + \$837.50

**Supporting Parishes include: Our Lady of the Lakes Parishes, St. Joseph in Crosby and Deerwood, St. Andrew’s, St. Mathias, St. Francis, All Saints, St. Thomas of the Pines, McGregor, St. James in Aitkin, Immaculate Heart and St. Emily as well as all parishes in the Brainerd Lakes Deanery. **

St. Francis Parish is fiscally responsible for the operation of St. Francis of the Lakes Catholic School. The actual cost of educating each child at St. Francis of the Lakes Catholic School is \$6,000 per year. To meet our budget for the coming year, the \$6,000 needs to be covered by your tuition, donations and fundraisers, and parish assistance.

Example: 1 st child	Parish subsidy and donations	\$2,400.00
	Fundraising commitment	\$800.00
	Tuition paid by family	\$2,800.00
	Actual tuition cost	\$6,000.00

Administration Fee: A \$43 administration fee will be charged by SMART tuition, in addition to the above tuition charges. This fee will be paid through SMART Tuition at time of first tuition payment.

2. The following options are available for tuition payment. **Please indicate your preferred payment method.**

- 10 months (August - May, by automatic debit through *SMART Tuition*).
- 10 months (July – April, by automatic debit through *SMART Tuition*).
- Payment 2 times per year (August and February) through *SMART Tuition*.
- Full payment through *SMART Tuition by August 20*.

3. If a student does not complete the school year, a negotiated, pro-rated amount for tuition will be set between the parents, pastor and principal. Balance is due upon agreement.

All families are required to pay tuition through SMART tuition. You will be able to pay online through SMART tuition for items including, but not limited to; Kaleidoscope Club, Bus Fees, Band, Spanish, Field Trip Fees, etc.

Section A: Acknowledgment Form – Please complete

TUITION POLICY

Please indicate how you plan to pay for the 2019-2020 school year:

- _____ Full payment by 8/20 (paid through **SMART Tuition**)
- _____ 2 payments by 8/20 and 2/20 (paid through **SMART Tuition**)
- _____ 10 monthly payments (August – May, by automatic debit through **SMART Tuition**)
- _____ 10 monthly payments (July – April, by automatic debit through **SMART Tuition**)

TUITION ASSISTANCE

Tuition assistance is available through **SMART Aid for K -8th grade families**. Applications must be completed through **SMART Aid by March 1, 2019** or a **\$50 Late Fee** will be assessed to the family after this date (fee will not be waived through tuition assistance). Families that wish to send a child to a Catholic school will not be denied because of financial hardship, within the parameters of the funds available. In the event a family needs to discuss their difficulty in meeting their tuition and fundraising obligations, please contact the business manager at 218-822-4040.

Financial assistance for K-8th grade

- We **will** be applying for financial aid for the 2019-20 school year. We understand that the deadline for applying for financial aid is March 1, 2019. After that date, a \$50 late fee will be charged to your SMART Tuition account.

Tuition Assistance for K-8th grade students only.

- Tuition assistance is available through *SMART Aid*. **Applications for financial aid are due by March 1, 2019, or a late fee of \$50 will be charged to your SMART tuition account.**
- Tuition assistance funds are limited. All families can apply for financial assistance. All applications will be reviewed in March, and families will be informed of the amount they will receive through the Parish Business Office.
- Families that wish to send a child to a Catholic school will not be denied because of financial hardship, within the parameters of the funds available.
- In the event a family needs to discuss their difficulty in meeting their tuition and fundraising obligations, please contact the principal.

(parent/guardian signature and date)

FUNDRAISING COMMITMENT

Fundraising and donations to St. Francis of the Lakes Catholic School make up 20% of the budget. Fundraising dollars do not have to come from your own pocket! We encourage you to engage others in the financial success of our school.

We require all families to do fundraising to help us meet the financial needs of the school. Some families prefer to pay the \$800 outright and yet still participate in raising additional dollars for the fundraising events. We welcome any family to participate over and above the required amount. We are blessed with many giving and involved parents.

Total fundraising for each family must be \$800 for the 2019-2020 school year. If your fundraising goals are not met, the difference will be deducted from your SMART Tuition account.

MARATHON: The St. Francis of the Lakes Catholic School Marathon is held in October. Students are given pledge sheets at the beginning of the school year and are provided incentives to encourage pledge/donations. On marathon day students and staff will spend the part of the day walking and biking near the school. Middle school students will participate in a longer run/walk away from school grounds. All marathon pledges go toward the annual budget.

Our family will raise \$_____ toward the St. Francis of the Lakes Catholic School Marathon.

RAFFLE: St. Francis of the Lakes Catholic School families participate in the *Catholic United Financial Raffle* each year. Thousands of dollars in cash and prizes are awarded to the winners. Families will be provided tickets to sell for the raffle, and monies will be turned in to the school office. The school receives 100% of the profit for each ticket sold.

Our family will raise \$_____ through raffle ticket sales.

CASH OPTION: Families who do not wish to participate in the fundraising events have the option of paying cash for their fundraising commitment.

Our family will pay \$_____ instead of participating in fundraising events.
their fundraising commitment.

By signing below, I acknowledge that I have read and accept the tuition policy, tuition assistance and fundraising commitment policies. If my fundraising commitment is not fulfilled as indicated above, I agree to pay the difference by May 5, 2020, the end of the 2019- 2020 school year.

Family Name (please print) _____

Signature of Parent/Guardian _____ Date _____

Signature of Principal _____ Date _____



SECTION B: Family Information – Please complete

Family Contact Information

Parent #1/ Legal Guardian’s name: _____ Primary phone: _____

Address: _____

Relationship to Student(s): _____ Preferred email: _____

Place of Employment: _____ Work phone number: _____

Parent #2/ Legal Guardian’s name: _____ Primary phone: _____

Address (if different from above): _____

Relationship to Student(s): _____ Preferred email: _____

Place of Employment: _____ Work phone number: _____

Is there anyone who cannot have contact with your child(ren) during school hours? If there is a court order against the person named below, please provide a copy to the school office. A copy of the court order must be provided to the school to enforce the order.

Name: _____ Relationship to the child(ren): _____

Who can be contacted and has permission to pick up your child(ren) in case of emergency (List name, phone, and relationship to student)?

- 1. _____
- 2. _____
- 3. _____

Religious Information

Religious affiliation: _____ Parish (if applicable): _____

Permission Release

- 1. I give permission to include my child(ren)s contact information in the School Directory given to school parents only. Yes: _____ No: _____
- 2. I give permission for photographs to be taken of my child(ren) for public relations purposes. (newspaper, displays, newsletter, etc.) Yes: _____ No: _____
- 3. I give permission for my child(ren) to go on mini field trips around the school. Yes: _____ No: _____

Family Health Information

*If your child will be taking any prescription/over-the-counter medications during school hours, additional paperwork must be filled out in the school office **PRIOR** to receiving the medication at school and/or the start of the school year. All medication **MUST** be brought in and picked up by an adult.*

Family Physician’s Name and Facility: _____

Address and Phone: _____

Family Dentist’s Name and Facility: _____

Address and Phone: _____

Hospital where child should be taken if parent or physician is unavailable: _____

In case of accident or serious illness, I request that the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated and to follow his/her instructions. If it is impossible to contact the physician, the school may make whatever actions are deemed appropriate.

Parent signature: _____ **Date:** ____/____/____

Section C: ALL KINDERGARTEN STUDENTS AND NEW 1st-8th GRADE STUDENTS

K – 8th grade Requirements

- When enrolling a new student, please provide a copy of your child(ren)'s birth certificate (for Kindergarten only) and immunization records to the school office. Students will not be allowed to start class without up-to-date health records. If enrolling a 1st-8th grade student, please provide academic records from their previous school, or submit a request to obtain those through our office.

Student #1 Name: _____

Birthdate: ____/____/____

Grade for 19/20: _____

Name and phone of previous school (if applicable): _____

Was your child receiving any special programming due to behavioral or emotional issues? Please explain below.

If there is a current or past IEP in place, please provide a copy to the school office.

Religious Information

Has your child receive the following Sacraments?

Baptism – Date: ____/____/____

Church: _____ Church address: _____

First Communion - Date: ____/____/____

Church: _____ Church address: _____

Health Information

Does your child have any allergies? _____

What are your child's symptoms, if exposed? _____

Does your child have an EpiPen? Yes: No:

Does your child have any other health concerns we should be aware of? (diabetes, autism, ADHD, recurring illness, other)

Are there any psychological or social limitations in your child's life that could be a barrier to his/her academic or social success that the school should be aware of? (Awareness of these factors will help us best serve your child).

Student #2 Name: _____

Birthdate: ____/____/____

Grade for 19/20: _____

Name and phone of previous school (if applicable): _____

Was your child receiving any special programming due to behavioral or emotional issues? Please explain below.

If there is a current or past IEP in place, please provide a copy to the school office.

Religious Information

Has your child receive the following Sacraments:

Baptism – Date: ____/____/____

Church: _____ Church address: _____

First Communion - Date: ____/____/____

Church: _____ Church address: _____

Health Information

Does your child have any allergies? _____

What are your child’s symptoms, if exposed? _____

Does your child have an EpiPen? Yes: No:

Does your child have any other health concerns we should be aware of? (diabetes, autism, ADHD, recurring illness, other)

Are there any psychological or social limitations in your child’s life that could be a barrier to his/her academic or social success that the school should be aware of? (Awareness of these factors will help us best serve your child).

**If there are more than 2 children being enrolled, please reuse Section C. Thank you.